

Thank you for your interest in rental opportunities at the Gary J. Arthur Community Center at Glenwood! Many areas of the facility are available for rent during operating hours. Rental areas can be used for parties, special events, business meetings, and other activities.

Specific areas and features include:

Activity (Meeting) Room

- 750 square feet
- Seats up to 40 individuals
- Access to sink

Cattail Creek Courtyard

- Beautiful outdoor area, featuring a raised stage

Cooksville Multipurpose Rooms

- Three rooms, each 850 square feet
- Each room seats up to 40 individuals
- Rooms may be combined to create a larger rental area
- Access to refrigerator and sink when renting Kitchen

Gymnasium

- Two regulation basketball/volleyball courts; 15,500 square feet
- 1/14 mile, three lane walking/running track
- Limited bleacher seating

Haymeadow Activity Room

- 450 square feet
- Room seats up to 20 individuals

Kitchen

- Access to sink and ice machine
- Allowed use of microwave and prep tables
- Stove, oven, and use of serving equipment only permitted by licensed caterers

West Friendship Activity Room

- 950 square feet
- Room seats up to 50 individuals
- Access to sink

Facility Rental Request Forms

Any individual or organization interested in renting an area of the Gary J. Arthur Community Center can fill out a Facility Rental Request Form. No requests will be taken over the phone. Requests are typically reviewed within two business days and are subject to approval based on facility and staff availability, and appropriate use. Security Deposit is due the day of the reservation. A Community Center staff person will contact you one (1) month prior to make arrangements for your set up. Full payment is required at this time.

Specific policies include:

- All applicants must be at least 21 years of age. All requests are reviewed on a first come, first serve basis. The official Indoor Facilities Permit must be signed with security deposit to make reservation.
- Facilities will not be rented for any programs similar to Community Center programs or services.
- The reservation time period shall include all preparations, activities, cleanup, and restoration. Renter's access to the areas and/or facility will be limited to the time frame requested.
- Events requiring major setup (floor tarp, lighting, etc.) should be submitted at least one month prior to the anticipated event. A detailed description of the special event activity and setup should be included with the Facility Rental Request Form. Additional fees may be assessed.
- Organizations requesting a rental may be required to provide proof of liability insurance naming the Gary J. Arthur Community Center at Glenwood as "Additionally Insured" for the event.
- Facility rental entitles access to the rented area only.

If full payment is not received one (1) month prior to your event, your room reservation will be cancelled.

Hourly Rental Fees

Rentals are granted in 1 hour increments, with a minimum of 2 hours unless otherwise specified. Fees include basic setup; however, additional fees may be applied based on the nature of the rental (see Additional Fees and Special Requests).

In order to qualify for the Non-Profit rate, an organization is **required to submit a 501C3 form with their rental request**, and will not be accepted after a reservation has been made.

Hourly Rates

Activity (Meeting) Room	\$40 / \$50 (NR)
West Friendship Activity Room	\$50 / \$60 (NR)
Cattail Creek Courtyard	\$65 / \$75 (NR)
Cooksville Multipurpose Room	\$40 / \$50 (NR)
Haymeadow Activity Room	\$30 / \$40 (NR)
Kitchen	\$20 / \$30 (NR)
Athletic Court (<i>per court</i>)	\$65

Non-Profit Rates

Activity (Meeting) Room	\$30
West Friendship Activity Room	\$40
Cattail Creek Courtyard	\$55
Cooksville Multipurpose Room	\$30
Haymeadow Activity Room	\$20

Large Rental Package

6 Hour Rental **\$1050**

Includes: Use of three multipurpose rooms, kitchen, one activity room, lounge and courtyard

NR = Non-Resident

Additional Rental Fees and Special Requests

Rentals requiring additional Community Center staff members or taking place during non-operating hours, will be assessed fees to cover the hourly wages and benefits of each staff member.

Security Deposit

A security deposit is required at the time the rental reservation is made. The security deposit will be returned provided there are no violations of the



Rental Agreement. At the conclusion of the rental, a walk through will be performed with the organizer.

Rental Agreement

Full payment of the rental fee is due within one (1) month of the event in order to finalize the Rental Agreement. If request is made with less than one (1) month before the event, full payment is due at the time of reservation. Reservations cannot be guaranteed after 72 hours. The Rental Agreement outlines the rental terms, policies, procedures, and fees. For larger events that require a significant payment, scheduled payments may be arranged with the Community Center Director.

General Setup & Cleanup

Your rental reservation must include your set up and clean up time. The organizer is responsible for removal of all decorations and trash. The Gary J. Arthur Community Center will provide general setup of all rental events; however, if the setup or breakdown requires additional staff to be scheduled, the rental organizer will be responsible for the cost. The organizer is required to be on site during the rental. If additional equipment is needed for the rental event (tables, chairs, audio-visual, etc.) the rental organizer is responsible for making arrangements for rental of these items once they have been approved by facility management.

Security Requirements

Depending on the activity and size of the group, the Community Center will determine and may supply additional security staff at cost to the rental organizer. Rental organizers are not permitted to

bring in outside security staffing or resources. Security presence on site shall begin at least ½ hour prior to anticipate participant arrival until the time all participants have exited the facility following the activity. The amount of security will be dictated by the attendance and activity, and at the discretion of facility management.

Fire Code Requirements

Depending on the size and type of rental activity, rental organizers may be required to submit detailed information and diagrams of facility setup and traffic flow patterns to the Howard County Fire & Rescue Department for approval. Additionally, fire department personnel may be required to be on site during the rental, or parts thereof, and all personnel costs associated with such requirement are the responsibility of the rental organizer.

Changes

Any changes to the Facility Rental Request Form or Rental Agreement must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and the Community Center Director. The Gary J. Arthur Community Center reserves the right to deny any change to the rental request or agreement.



Inclement Weather Policy

If the Gary J. Arthur Community Center at Glenwood closes due to inclement weather (i.e. snow, ice), you will be completely refunded. Every effort will be made to reschedule your event.

Cancellations

Any cancellations to the rental request or agreement must be made a minimum of two weeks, in writing, prior to the event in order to return the deposit and rental fee. Cancellations made less than two weeks prior to the event will forfeit the security deposit. All rental cancellations will be charged a 20% administrative processing fee. More than two weeks notice (as outlined in the Rental Agreement) may be required for the cancellation of larger events.

Facility Rental Use Policies and Procedures

Rental organizers and guests must follow the established Howard County Department of Recreation & Parks Code Conduct and the Gary J. Arthur Community Center at Glenwood facility use policies. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Rental organizer must bring a copy of the Rental Agreement and be present during the entire event including setup and cleanup.
2. The Gary J. Arthur Community Center at Glenwood is pleased to comply with the Americans with Disabilities Act. All applicants must comply with all A.D.A regulations
3. Upon request, a guest list shall be provided to and available at the front desk, and/or a representative of the group shall be available to assist with admittance.
4. Guests of rental events may be admitted into the facility no sooner than 15 minutes prior to the start time of the rental.
5. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The rental organizer is held liable for their group's actions, including any damages or losses caused during rental of the facility. Howard County Recreation & Parks' Rules of Conduct include:
 - a. Smoking is prohibited in the center and within 15 feet of the building.
 - b. Soliciting or loitering is prohibited.
 - c. Interference with employee and volunteer duties is prohibited by law.

- d. Inappropriate or indecent conduct, harassment and/or language is strictly prohibited.
 - e. Use of illegal drugs and weapons is strictly prohibited by law.
 - f. Parking in unauthorized areas and driving or parking on field areas is prohibited.
 - g. Defacing of property (indoors or outdoors) is prohibited.
 - h. Any other conduct that may jeopardize the safety of others is prohibited.
 - i. Full compliance with the Rules and Regulations for Howard County Recreation & Parks is required.
6. Certain groups may require entry/exit from designated set of doors other than those at the main entrance. In these cases, the rental organizer will be responsible for instructing rental guests to the appropriate entry/exit. He/she will also monitor access through these doors to ensure there are no unauthorized entries. Prior approval necessary.
 7. Use will be restricted to the terms of the Rental Agreement including the area reserved, start and end times, intended activity, etc.
 8. Rentals shall not infringe or restrict the use of the other facilities in the Community Center.
 9. No electrical appliances are allowed without prior approval.
 10. The rental organizer is responsible for removing all decorations and adhesive materials. We ask that "sticky tack" be used. Decorations shall not be attached to the ceilings or sprinkler systems. Decorations shall not alter or damage any surfaces.
 11. No rice, confetti, bird seed or straw shall be used in or around the facility.
 12. Rental activities shall keep noise at a reasonable level, so as not to disturb or interfere with facility operations.
 13. Only music suitable for a public facility will be permitted (by judgment of the manager on duty). The volume is subject to control of the manager on duty.

14. Any material (posters, pamphlets, etc.) containing advertising must first be approved before distribution.
15. Any furnishings must be returned to their original arrangement at the conclusion of the activity.

Food & Catering Policy

In an effort to meet the needs of our patrons, the Community Center has approved the following food and catering methods:

- Food and drinks may be provided and served by a licensed caterer. License number must be provided on the Rental Request Form.
- Patrons may bring in their own food and drinks. The Community Center does not accept responsibility for any dishes, cookware, etc. that are brought in.
- Alcohol is permitted and must be kept within your authorized rental area. Sale of alcohol is strictly forbidden, unless you receive a special permit through the Howard County Department of Inspections, Licenses, and Permits.
(<http://www.co.ho.md.us/CountyCouncil/CCdocs/onedayliquorapplication.pdf>)
- Patrons are encouraged to view the rental areas for electric accessibility.
- Food is restricted to certain areas of the facility. Spill-proof, unbreakable water bottles are the only exception.
- Accidental spills and stains should be reported immediately to the staff to arrange for cleanup.
- Exceptions to this policy must be approved by the Facility Director prior to the rental event.

